

# School-age Centers Required Notifications

School-age Centers must report the following issues to the child’s parent(s) within the required timeline.

School-age Centers are Required to Report to Parents When their Child:	Timeline:
<ul style="list-style-type: none"> <li>• Does not arrive on his or her own at the center as scheduled, such as when walking to the center;</li> <li>• Is not present at the pick-up location as scheduled;</li> <li>• Is involved in an incident that placed the child at risk such as being lost, missing or left alone on a playground, a field trip, or on a vehicle;</li> <li>• Has experienced any suspected allergic reactions, as well as the ingestion of or contact with the problem food even if a reaction did not occur;</li> <li>• Was not administered medication in accordance with directions;</li> <li>• Received emergency medication for a life-threatening condition such as epinephrine;</li> <li>• Sustains an injury that may need evaluation by a physician or any impact to a child’s head;</li> <li>• Has been exposed to poison;</li> <li>• Is bitten by an animal, when the skin is broken or when an evaluation by a physician may be needed;</li> <li>• Is separated from the group due to an illness;</li> <li>• Dies while in care; and</li> <li>• Is involved in any incident where physical restraint is used.</li> </ul>	<p><b>Must IMMEDIATELY Notifying Parent(s)</b></p> <p>(or an emergency contact if the parent cannot be reached) and document</p>
<ul style="list-style-type: none"> <li>• Significant changes in their child's physical or emotional state;</li> <li>• Known minor injuries such as minor cuts, scratches, and bites from other children requiring first aid treatment by employees;</li> <li>• Their child being unsupervised at school or another location when not picked up on time;</li> <li>• Illness or infestation symptoms that developed or changed;</li> <li>• A child care restricted disease or infestation exposure from staff or another child;</li> <li>• Administration of a medication for a non-life-threatening condition that is only administered as needed;</li> <li>• An animal bite to a child, when the skin is not broken;</li> <li>• Implemented emergency plans and procedures, except for drills; and</li> <li>• Anticipated closure of the center.</li> </ul>	<p>Notify the Parent(s)</p> <p><b>by the end of the business day</b></p>

School-age Centers must Report to Other Agencies	Timeline:
<p><b>Suspected Child Abuse and/or Neglect:</b> Any staff member who has reason to believe a child has been abused or neglected is required to report the matter immediately to the <b>Oregon Child Abuse Hotline at 1-855-503-7233</b>, or a law enforcement agency. This requirement applies 24 hours a day.</p> <ul style="list-style-type: none"> <li>• This requirement applies to any suspected physical, sexual or emotional abuse; child neglect, child endangerment, or child exploitation; inappropriate sexual contact between two or more children; or attempted suicide or threats of suicide by a child.</li> </ul>	<p><b>Required to report the matter immediately</b></p>
<p><b>A child care-restricted disease:</b> A school-age center must immediately <b>notify the Oregon Health Authority</b> of a known case, in individuals associated with the center, of a child care-restricted disease, as defined in Oregon Health Authority administrative rules, OAR 333-019-0010, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Chickenpox, COVID-19, diphtheria, hepatitis A, hepatitis E, measles, mumps, pertussis, rubella, Salmonella enterica serotype Typhi infection, scabies, Shiga-toxigenic Escherichia coli (STEC) infection, shigellosis, and infectious tuberculosis and may include a communicable stage of hepatitis B infection.</li> </ul>	<p><b>Required to report a known case immediately</b></p>

## When School-age Centers must Notify the Office of Child Care

School-age Center child care programs must report the following issues. Please call the Office of Child Care (OCC) central office at 1-800-556-6616 OR contact your licensing specialist to report within the required timeline.

School-age Centers are Required to Report to OCC:	Timeline:
<ul style="list-style-type: none"> <li>• A change of Program Coordinator;</li> <li>• A change in mailing address, when different from the physical address;</li> <li>• A change in phone number;</li> <li>• A known legal action or child abuse or neglect investigation, such as an arrest, criminal investigation or charge, or Victim Protection Order, involving anyone who is required to be enrolled in the CBR;</li> <li>• An unscheduled temporary or permanent center closure or relocation;</li> <li>• Any occurrence, including a natural disaster, that renders all or part of the school-age center unsafe or unsanitary for a child including disruption of utilities or contaminated water;</li> <li>• An incident that exposes children to an imminent risk of harm, such as a child leaving the center without the center’s knowledge or being left alone on- or off-site or in a vehicle;</li> <li>• An animal bite to an individual that occurs on-site at any time or off-site during center activities;</li> <li>• An accident involving transportation, unless there were no injuries &amp; only minor damage to vehicles;</li> <li>• <b>Any serious injury or incident involving a child;</b></li> <li>• A child who is given the incorrect dosage of any medication;</li> <li>• A child who took or received another person’s medication;</li> <li>• The death of a child or staff member that occurs on the premises of the center;</li> <li>• Other dangers or incidents requiring emergency response such as a fire or temporarily relocating children;</li> <li>• Any time prohibited discipline or prohibited actions occur; and</li> <li>• Any incident where physical restraint is used.</li> </ul>	<p><b>Must notify OCC within 24 hours</b></p> <p>(or by the next business day)</p>
<p><b>Center Changes such as:</b></p> <ul style="list-style-type: none"> <li>• An anticipated temporary or permanent center closing, other than a scheduled closing identified in center policy;</li> <li>• An anticipated temporary or permanent change in location;</li> <li>• An anticipated center change or alteration that impacts the amount of usable square footage or compliance with the requirements; and</li> <li>• A change in center name.</li> </ul>	<p><b>Must Notify OCC at least 30 calendar days before</b></p>

**Call the Office of Child Care (OCC) central office at 1-800-556-6616 OR contact your licensing specialist.**

**Be ready to share:**

- (1) Date of the injury/incident or issue;
- (2) Age of child;
- (3) Type of injury/incident;
- (4) What happened and a general description of the issue;
- (5) Type of health care professional who treated the injury, if applicable;
- (6) Name of person(s) who witnessed the incident; and
- (7) Other relevant information.

For quick reference, make a note of your information:

Office of Child Care License # \_\_\_\_\_

Licensing Specialist name \_\_\_\_\_ and contact information: \_\_\_\_\_

**Resources**

Oregon Administrative Rules, Oregon Department of Education, Early Learning Division, Chapter 414, Division 310 Certified School-age Child Care Centers.

You are entitled to language assistance services and other accommodations at no cost. If you need help in your language or other accommodations, please contact the Office of Child Care at 503-947-1400.